



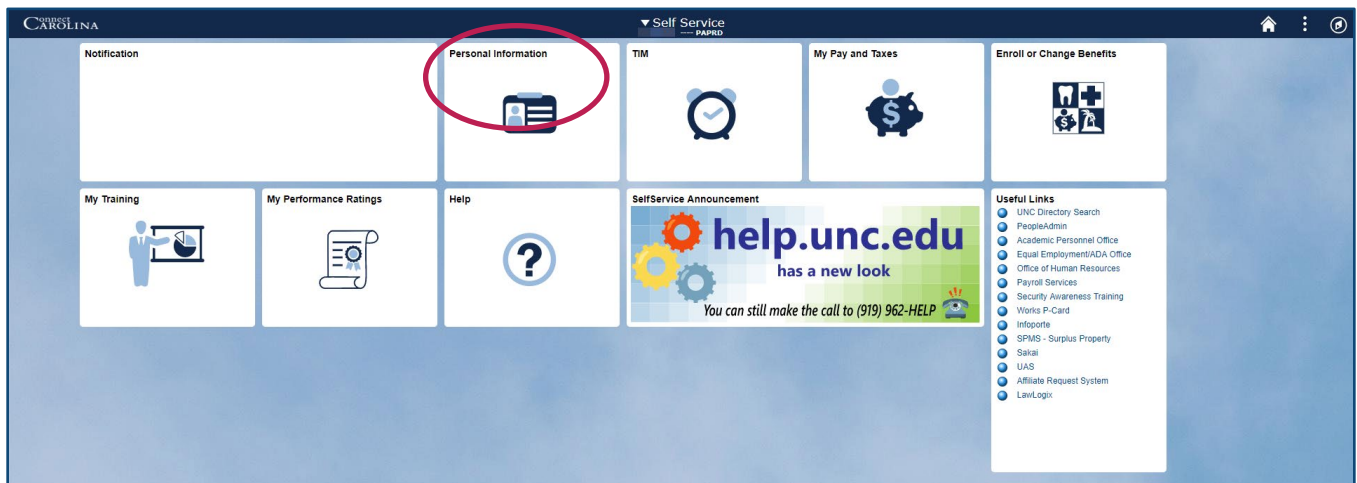
Step 1: Log In

Log in to [ConnectCarolina](#) using your UNC-Chapel Hill Onyen and password. ConnectCarolina login requires 2-step verification. If you have not signed up for UNC-Chapel Hill's Duo 2-step verification tool, visit the [UNC-Chapel Hill ITS Knowledge Base for instructions](#).

Step 2: Access Self-Service

After you log in, you will see the Self Service page. (**Note:** Some users may first see the Admin WorkCenter page. In this case, click Admin WorkCenter at the top of the page and select Self Service in the dropdown menu.)

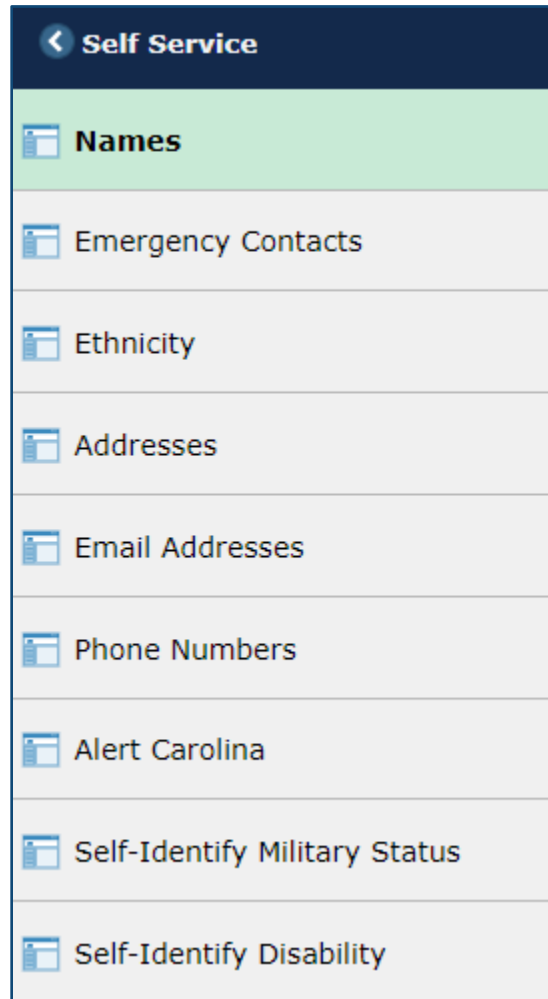
On the Self Service page, click the **Personal Information** tile.





Step 3: Choose Personal Information to Update

The various information types you can update are listed in the left-side navigation menu.



In the following pages, we'll walk through each of these entries with specific instructions.

Step 4: Names

The screen displays your Primary (legal) and Preferred name. The Preferred name can be a nickname or how you prefer to be known.

- Edit or delete your Preferred name.
- Click **Add a new name** to add another name
- Contact UNC System HR to change your Primary name

Personal Information — PAPERD

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

You may update your preferred name here. Your "primary name" is your legal name and requires documentation to be updated. Please contact the Registrar's Office or your HR Representative to update your legal name.

Name Type	Name		
Primary			
Preferred			

Add a new name

To add a new name, enter the necessary information and save your changes.

Personal Information — PAPERD

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type

Format Using English [Change Format](#)

Prefix

First Name Middle Name

Last Name

Suffix

Date new name will take effect (example: 12/31/2000)

Save

[Return to Current Names](#)

Step 5: Emergency Contacts

View your Emergency Contacts. Edit or delete names and contact information as needed.

The screenshot shows the 'Emergency Contacts' page in the 'Personal Information' section. On the left is a navigation menu with options like Names, Emergency Contacts (highlighted), Ethnicity, Addresses, Email Addresses, Phone Numbers, Alert Carolina, Self-Identify Military Status, and Self-Identify Disability. The main content area is titled 'Emergency Contacts' and includes a brief instruction: 'Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.' A text box explains the importance of having emergency contacts. Below this is a table with columns: Primary Contact, Contact Name, Relationship, Phone, Extension, Country, and two action buttons (Edit and Delete). One contact is listed with a checked 'Primary Contact' box. Below the table are buttons for 'Add an Emergency Contact' and 'Save'.

You can only have two emergency contacts in the system. If you have one contact listed, you will see the **Add an Emergency Contact** button.

To add an emergency contact, complete the required information.

The screenshot shows the 'Emergency Contact Detail' form. It includes fields for 'Contact Name' and 'Relationship' (with a dropdown menu). There are checkboxes for 'Same Address as Individual' and 'Same Phone as Individual'. Below these are fields for 'Country' (set to 'United States') and 'Address', with an 'Edit Address' link. There are also fields for 'Phone', 'Extension', and 'Country'. At the bottom, there is a table for 'Other Telephone Numbers' with columns for 'Phone Type', 'Phone Number', 'Extension', and 'Country', followed by an 'Add a Phone Number' button and a 'Save' button. A 'Return to Emergency Contacts Summary' link is also present.

Step 6: Ethnicity

View your reported ethnicity information.

Note: Identifying your ethnicity is voluntary; however, the UNC System must report aggregate information to federal and state officials, so correct information is essential.

Self Service
Personal Information

- Names
- Emergency Contacts
- Ethnicity
- Addresses
- Email Addresses
- Phone Numbers
- Alert Carolina
- Self-Identify Military Status
- Self-Identify Disability

Ethnicity

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, you are invited to voluntarily self identify your race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

Yes, I am Hispanic or Latino
 No, I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

The Information is correct as entered.

Voluntary Self-Identification

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Step 7: Addresses

Add or update your home and/or business address. Click **Add a new address** to add an address. Use the address guidelines below to update your business address/location correctly.

Note: It is essential that we have your correct home address to provide to benefits and retirement vendors.

System Office address guidelines:

CD Spangler

City: Chapel Hill
Address Line 1: 910 Raleigh Road
Address Line 2: CD Spangler
Campus Box: 9000
Zip/Postal Code: 27514

Meredith Spangler

City: Chapel Hill
Address Line 1: 910 Raleigh Road
Address Line 2: Meredith Spangler
Campus Box: 9000
Zip/Postal Code: 27514

CSLD

City: Chapel Hill
Address Line 1: 140 Friday Center Drive
Address Line 2: CSLD
Campus Box: 9000
Zip/Postal Code: 27517

NCSEAA

City: Research Triangle Park
Address Line 1: 2 UNC-TV Drive
Address Line 2: NCSEAA
Campus Box: 9000
Zip/Postal Code: 27709

UNC-TV

City: Research Triangle Park
Address Line 1: 10 UNC-TV Drive
Address Line 2: UNCTV
Campus Box: 9000
Zip/Postal Code: 27709

Other Office Location

City: [city]
Address Line 1: [street address]
Address Line 2: [building name]
Campus Box: 9000
Zip/Postal Code: [zip code]

Working Remotely from Home*

City: [home department city]
Address Line 1: [home department address]
Address Line 2: Off Site
Campus Box: [home department campus box]
Zip/Postal Code: [home department zip code]

*Use your home department address; the directory is public so **do not** use your home address.

Step 8: Email Addresses

Add or update your email address. Click **Add an Email Address** to add a new email.

Step 9: Phone Numbers

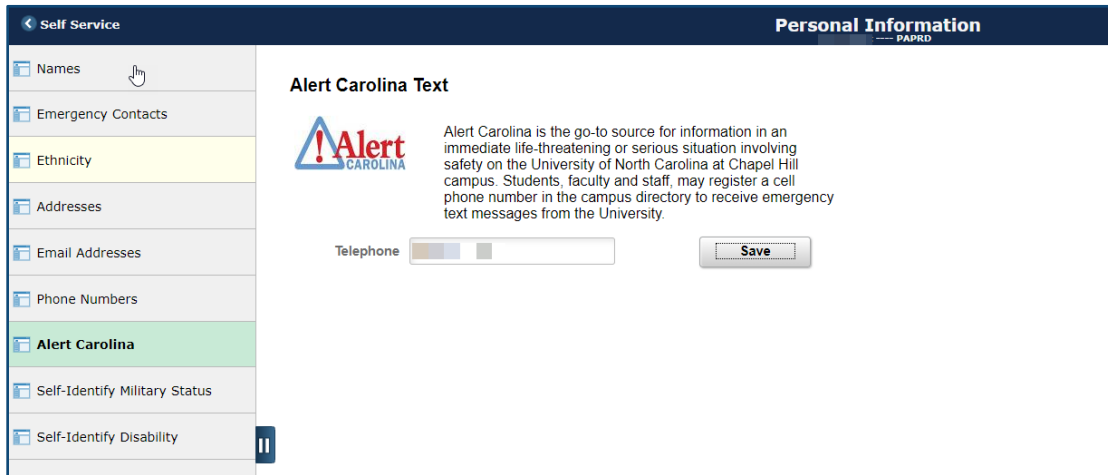
Add or update your business and personal phone numbers. See phone type explanations below:

- **Cellular** is the phone type that allows you to receive important and timely alerts from the System Office. **(Note: We strongly recommend all System Office employees complete this field.)**
- **Alert** is the phone type that allows you to receive alerts from the Alert Carolina service at UNC-Chapel Hill.

Click **Add a Phone Number** to add a new phone number.

Step 10: Alert Carolina

Add or update your phone number to receive notifications from the Alert Carolina service at UNC-Chapel Hill. This is the same as the Alert phone type on the Phone Numbers page.



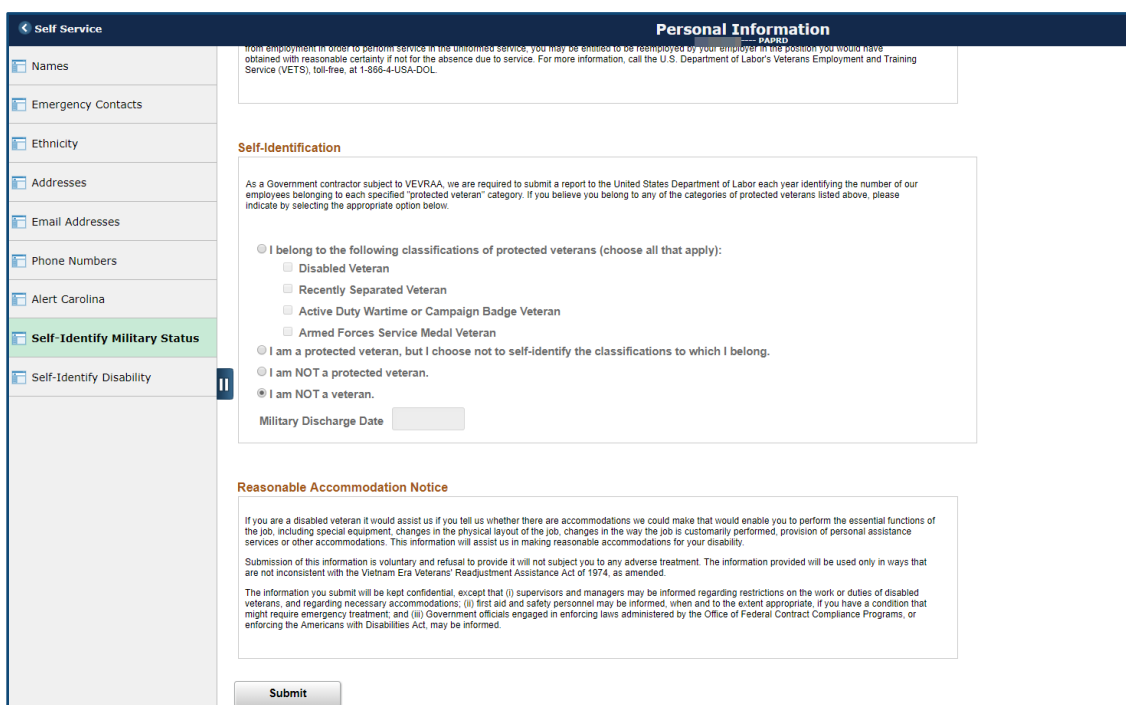
Alert Carolina Text

Alert Carolina is the go-to source for information in an immediate life-threatening or serious situation involving safety on the University of North Carolina at Chapel Hill campus. Students, faculty and staff, may register a cell phone number in the campus directory to receive emergency text messages from the University.

Telephone

Step 11: Self-Identify Military Status

Add or update your military status. Reporting your military status is **voluntary**; however, it is essential for accurate Federal, State and System-wide reporting.



Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans; and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Step 12: Self-Identify Disability

Add or update your disability status. You do not have to provide specifics regarding any disability. Reporting your disability status is **voluntary**; however, it is essential for accurate Federal, State and System-wide reporting.

Note: After you click Submit, your information is saved to the system, but you will only see your name and the current date. If you return to this page at a later time, your submission will not be displayed due to Federal regulations, although your responses will be saved in ConnectCarolina.

Self Service
Personal Information PAPRD

- Names
- Emergency Contacts
- Ethnicity
- Addresses
- Email Addresses
- Phone Numbers
- Alert Carolina
- Self-Identify Military Status
- Self-Identify Disability

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name Today's Date 08/07/2019

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

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